

APPLICATION FOR INTERNSHIP

APPLICATION PACKET AVAILABLE FOR DOWNLOAD AT WWW.ASSEMBLY.CA.GOV/CLERK

DEADLINE: NOON, OCTOBER 19 TURN-IN APPLICATION TO TAHOE HALL RM. 3104 (CSUS), KERR HALL RM. 469 (UCD), OR CAPITOL RM. 3196



Assembly Chief Clerk's Office
State Capitol, Room 3196
Sacramento, CA 95814

CHECK CAMPUS:
CSUS ☐ **UC DAVIS** ☐

Intern Coordinators
RUSSELL TOMAS
(916) 319-2355
Russell.Tomas@asm.ca.gov

BRIAN EBBERT
(916) 319-2364
Brian.Ebbert@asm.ca.gov

APPLICANT NAME _____

ADDRESS _____

CITY _____ ZIP _____

PHONE (day) _____ PHONE (evening) _____

CUMULATIVE GPA _____ GRADUATION DATE _____

MAJOR _____ EMAIL ADDRESS _____

CHECK EARLIEST STARTING DATE: FEB. 1 ☐ MAR. 26 ☐

NOTE: ENROLLMENT AND GPA MAY BE VERIFIED BY CAMPUSES. _____

EXPLAIN HERE IF YOU HAVE SPECIAL CIRCUMSTANCES RELATIVE TO STARTING DATE (FEB./MAR./ 2012) OR ENDING DATE (SEPT. 15 or SEPT. 30, 2012) _____

HOW DID YOU HEAR ABOUT THIS INTERNSHIP PROGRAM (check all that apply):

Professor ☐ School ☐ Career Center ☐ Career Fair ☐ Newspaper ☐ Other: _____

QUESTION/WRITING SAMPLE:

In one brief paragraph, explain what skills and qualifications you can bring to the office and why you are pursuing this internship. This written statement will assist us in judging your writing and proofreading skills. (Type your half-page response to this question on a separate sheet, and attach it to this application. Include your name at the top of the sheet.)

PLEASE ATTACH THE FOLLOWING TO THIS APPLICATION:

- (1) Your response to the above question
- (2) Your resume
- (3) A list of references

TURN-IN APPLICATION TO YOUR CAMPUS BY NOON ON WEDNESDAY, OCTOBER 19. DIRECT INQUIRIES TO INTERN COORDINATORS LISTED ABOVE. YOU WILL BE CONTACTED BY OCTOBER 21 TO SCHEDULE AN INTERVIEW FOR THE WEEK OF OCTOBER 24, 2011.